

RETURN OF GOODS

DATE \_\_\_\_\_

INITIATED BY \_\_\_\_\_ RECEIVING \_\_\_\_\_ PURCHASING \_\_\_\_\_

P.O.# \_\_\_\_\_ PR# \_\_\_\_\_ VENDOR \_\_\_\_\_

REQUESTOR \_\_\_\_\_ BUILDING/ROOM \_\_\_\_\_

Line Item	Quantity	Description (Including Cat.#, Size, Packaging, etc.)

REASON FOR RETURN \_\_\_\_\_  
\_\_\_\_\_

CREDIT  
REPLACEMENT  
OTHER

RETURN AUTHORIZATION \_\_\_\_\_  
VENDOR CONTACT \_\_\_\_\_  
TELEPHONE NUMBER \_\_\_\_\_

FREIGHT PAID BY: FCRDC  
SHIPPING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VENDOR  
TO BE SHIPPED VIA \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REIMBURSED BY VENDOR  
FREIGHT COST \$ \_\_\_\_\_

ACCOUNTS PAYABLE

EXACT REPLACEMENT EXPECTED  
NO REPLACEMENT EXPECTED  
CREDIT DUE ON LINE(S)# \_\_\_\_\_

INCORRECT ITEMS TO KEEP @ N/C  
REPLACEMENT ON NEW LINE(S)# \_\_\_\_\_  
RESTOCKING FEE ON NEW LINE# \_\_\_\_\_

RECEIVED CREDIT LINE# \_\_\_\_\_ INITIALS \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_